Dear [Name],

I became an educator because, at my core, I love learning. One of my favorite things about the job is supporting others’ learning every day. But I also value learning for myself. As a self-proclaimed lifelong learner, I want to continue to grow and expand my expertise to maximize the impact I have on others. TCEA provides a great opportunity for professional learning through their annual TCEA Convention & Exposition.

Through this letter and the attached documents, I provide you with all the information you need to say, “Yes!” to sending me TCEA 2024 in Austin, Texas from Feb. 3- Feb. 7, 2024. My ultimate goal is meaningful and equitable learning for all students, and TCEA certainly supports this goal by providing a powerful learning experience for educators. Here’s what I can guarantee you.

**I’ll plan for a continuation of learning for my students while I’m out**.

There will be no learning lost. While I’m at TCEA 2024, my students will continue their learning because I will (outline how you’ll plan for learning during your absence).

**TCEA 2024 has real benefits.** TCEA’s Convention & Exposition provides an experience where I can tailor my learning to meet not only my professional goals but also school wide goals. In fact, I’ve attached a worksheet to show you exactly which sessions I plan to attend, how they relate to my goals and/or to school wide goals, and what I will achieve with what I learn at convention.

**I’ll share what I learn with my colleagues.** When I get back from TCEA 2024, I’m more than willing to share the knowledge, resources, information, and more that I acquired at convention during (a staff meeting/Tech Tuesday/in-service day/teacher workday) and/or (insert your own option here).

**Don’t just take my word for it!** I’ve talked to (#) educators who’ve attended, including (names of people/names of people your leader may know). Each of these past attendees have encouraged me to go to convention because it had a direct impact on their work. (provide examples)

**I want to get the best deal.** I’ve outlined all the expenses in the attached expense worksheet. The sooner I can register, the more we will save. If I register by November 3, I will get **$100 off** a full registration badge with early bird pricing. Registering by January 12 will get me **$50 off** a full registration badge with advanced pricing. And all I need is purchase order to register!

**I’ve already researched the expenses**. I wanted to save you a little time, so in the attached expense worksheet, you can see all expenses calculated for you. I’ve included costs for gas, food, hotel, and registration for your review.

I really appreciate your consideration and hope that you’ll agree to send me to TCEA’s Convention & Exposition. I would relish this opportunity to grow as a professional, to share with my colleagues when I get back, and to have an even bigger impact on student learning.

Sincerely,

[Your Name]